

POLICIES AND PROCEDURES

Missing Person Procedure

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Cross Reference	Notifying OFSTED policy, Child/Young Person Behaviour Agreement

Purpose of this document

Children/young people's (CYP) safety is maintained as the highest priority at all times both on and off premises. In the unlikely event of a CYP going missing, our missing person procedure is as follows.

Details of Procedure

Missing on the premises

- As soon as it is noticed that a CYP is missing the key person/staff must alert the Children and Young People Assessment and Inter-Agency Manager (CYP Manager) or Service and Volunteer Manager (SV Manager) immediately.
- The CYP Manager/SV Manager are responsible for informing the Director of Services as soon as they are made aware of an incident.
- The manager will carry out a thorough search of the Kensington building, garden area, and immediate vicinity.
- The register is checked to make sure no other CYP has also gone astray.
- Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- If the CYP is not found then they will be reported police and the parents/carers will be contacted.
- The manager talks to the staff to find out when and where the CYP was last seen and records is made.
- The CYP Manager or SV Manager will then carry out a full investigation and will contact the Board of Trustees to inform them of the incident. They will ensure that the Director of Services and Trustees are kept up to date with any developments.

Missing on an outing

- As soon as it is noticed that a CYP is missing, staff on the outing ask the other CYP to stand with their designated person and carry out a headcount to ensure that no other CYP has gone astray. One staff member searches the immediate vicinity but should not search beyond that.
- The CYP Manager or SV Manager should be contacted immediately if they are not with the group and the incident reported to them. They are responsible to inform the Director of Services as soon as they have been made aware.
- The manager contacts the police and reports the CYP as missing.
- The CYP Manager or SV Manager contacts the parent/carer, who makes their way to the setting or outing venue as appropriate. The setting is advised as the best place, as by the time the parent/carer arrives the CYP may have been returned.

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- Staff will return the remaining CYP to the setting.
- In an indoor venue, the staff will contact the venue's security staff who will handle the search and contact the police if the CYP is not found.

The investigation

- Staff will keep calm and do not let the other CYP become anxious or worried.
- The CYP Manager or SV Manager will speak with the parents/carers.
- The CYP Manager or SV Manager will carry out a full investigation taking written statements from all the staff in the room or who were on the outing.
- The key person writes an incident report detailing the following information, a copy of this report will be given to the Director of Services and Board of Trustees.
 - The date and time of the report
 - What staff/CYP were in the group/outing and the name of the staff designated responsible for the missing CYP
 - When the CYP was last seen
 - What has taken place in the group or outing since the CYP went missing
 - The time it is estimated that the CYP went missing
- A conclusion is drawn as to how the breach of security happened.
- If the incident warrants a police investigation, all staff co-operate fully. In this case, the police will handle all aspects of the investigation, including interviewing staff. Children's Social Care may be involved if it seems likely that there is a Child Protection issue to address.
- The local authority Health and Safety Officer may want to investigate and will decide if there is a case for prosecution.
- In the event of a serious breach of care by an AF member of staff or volunteer they may be subject to disciplinary action.
- In the case of any injury sustained as a result of a CYP going missing reference should be made to the Notifying OFSTED policy to see if it appropriate to report the incident.
- All records are kept on the CYP's personal electronic file and the Accident and Incident file in the AF Office.

Managing people

- Missing CYP incidents are very worrying for all concerned. Part of managing the incident is to try to keep everyone as calm as possible.
- The staff will feel worried about the CYP, especially the key person or the designated carer responsible. They may blame themselves and their feeling of anxiety and distress will rise as the length of time the CYP is missing increases.
- Staff may be the understandable target of parental anger and they may be afraid. The CYP Manager, SV Manager and Director of Services will ensure that staff under investigation are not only fairly treated but receive support while feeling vulnerable.
- The parents/carers may feel angry and fraught. They may want to blame staff and may single one staff member over others; they may direct their anger at the session or setting leader. When dealing with a distraught and angry parent the Director of Services and either the CYP Manager or SV Manager should be present. No matter how understandable the parents/carers' anger may be aggression or threats against staff are not tolerated and the police should be called if this occurs.
- The other CYP are also sensitive to what is going on around them. They too may be worried. The remaining staff caring for them need to be focused on their needs but must not discuss the incident in front of them. They should answer questions honestly but also reassure them.

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- In accordance with the severity of the final outcome staff may need counselling and support.
- Staff must not discuss any missing CYP incident with the press or other media. Any such requests should be referred to the Director of Services and Trustees.

Child/Young Person Behaviour Agreement (Appendix 1)

The CYP Behaviour Agreement and personal risk assessment is used if;

- AF has been informed the CYP has run away from services before
- Once the CYP starts with AF we identify issues around their behaviour being unpredictable and potentially at risk of running off from our care.

The CYP Manager would speak parent/carers to put this agreement into place if any of the above is possible, to ensure we have identified the risk and put controls in place. Parents/carers would be made fully aware of our actions if their CYP chooses to leave our care and they would be required to sign to say they agree.

If a CYP is genuinely missing this would be dealt with by the missing person policy.



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Appendix 1

Aspired Futures Ltd
Kensington Foundation Resource Centre
The Lodge, 216 Whitegate Drive, Blackpool, FY3 9JL
Telephone: 01253 769755
Website: www.aspired-futures.com
email: office@aspiredfutures.onmicrosoft.com

CONFIRMATION OF RESPONSIBILITIES WHEN A CHILD OR YOUNG PERSON EXITS ASPIRED FUTURES CARE DURING SESSIONS AND / OR OUTINGS

Name of child / young person	
Name of parent / carer	
Date of meeting	
Meeting attendees	

The purpose of this document is to outline the responsibilities of Aspired Futures staff when a child or young person leaves a session or outing without obtaining permission from, or informing, a member of the Aspired Futures team.

By signing this document, you confirm that you have been informed by the Aspired Futures team member listed above that <CYP name> behaviour <during sessions and outings, at times, can very quickly become unpredictable and result in choosing to exit the care of Aspired Futures and location or building he/she is in at the time.>

<Detail issues, agreements made and agreed actions>

If you wish to read the policy and procedure documents outlined in this document, they can be located on our website at www.aspired-futures.com.

Please note that by signing this document, you confirm that you agree to the issues raised at the meeting and agree with the action that will be taken should an incident occur. Please note that if <CYP name> exits from Aspired Futures care during a session or outing, everything will have been done safely to avoid the incident.

Document agreed by:	Printed name	Signature	Date
Parent / Carer			
Aspired Futures Director of Services			
Aspired Futures Programme Manager			